**St. Olaf College**

**Student Employment Discipline Procedures**

Perhaps the most intricate and difficult human resource problems involve the handling of non-productive or ineffective employees. Be sure to detail your expectations for your student employees right from the beginning. Employers are encouraged to give positive feedback to students when warranted; however, there may be times when a student employee is not performing up to your expectations.

An important goal of the student employment program is to provide a work environment that will teach students about the responsibilities and opportunities associated with employment. Keep in mind that many students have either not worked at all, or not worked in these types of jobs before coming to St. Olaf. Some student employees will need help understanding and, sometimes, firm direction and constructive feedback concerning their performance. Supervisors who do not administer helpful discipline are doing a disservice to the student employee. Typical grounds for disciplinary action include, but are not limited to:

* Tardiness
* Unexcused absenteeism
* Disobedience or insubordination
* Sloppy or unclean appearance
* Carelessness or lack of attention that results in injury to property, person, or public relations
* Reluctance or failure to meet job requirements
* Unsatisfactory completion of job assignments
* Failure to work with the public or co-workers in a courteous, professional manner
* Excessive personal distractions

While it is recommended that a student worker be subject to a disciplinary process of coaching and feedback when possible, there may be cases where the employee’s conduct results in immediate termination. Examples of such situations include, but are not limited to:

* Using, or being under the influence of drugs and/or alcohol during your work shift
* Dishonesty or theft
* Breaching confidentiality agreements
* Willful and unauthorized destruction or abuse of property
* Improper use of a timecard, falsifying hours worked
* Any act of physical violence
* Violations of the law

When disciplining students, the following types of discipline may be considered:

* **Verbal Warning**
* **Written Warning**
* **Final Written Warning:** It should be clearly stated that this is the last warning the student will receive. Further incidents of unacceptable performance may result in termination.
* **Termination:** If the student disciplinary procedure leads to a request for termination, the supervisor should contact the Human Resources Student and Staff Employment Specialist and together, a decision on the student’s employment status will be made.

Supervisors and student employees alike are encouraged to consult with the HR Student Employment office about serious performance problems.

Regardless of the warning level, all warnings should contain the following elements:

* An explicit, objective description of the problematic behavior or action
* A detailed explanation of the desired behavior

All documentation can be sent to Human Resources.